ADOA

HRIS – Human Resources Information Solution
RESOURCE GUIDE:
AGENCY PLAN FORMS/ REPORTS/ KNOWLEDGEBASE

AGENCY PLAN FORMS/ REPORTS/ KNOWLEDGEBASE

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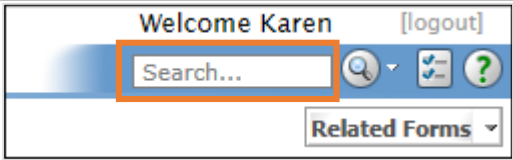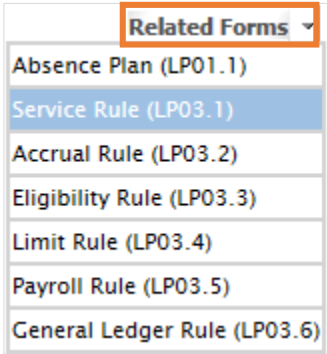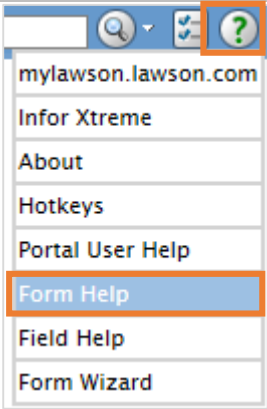
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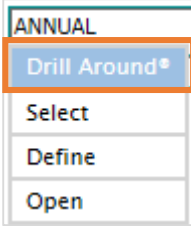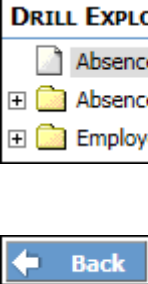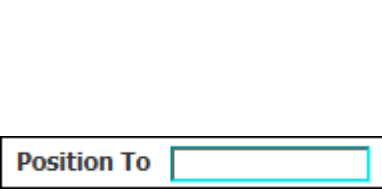
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Screen Guides

Welcome Karen [logout] Search... Related Forms **Welcome Karen** event	The form search box is located in the upper right-hand side of the screen. Enter the desired form (e.g. LP00.1) in the **Search Box** and **Enter**. Or, search on forms by entering a word in the search box.
Search Results 7 hits for 'event' **Absence Management** Employee Service and Event Report (LP260) Employee Event Audit Report (LP262) Employee Event History Update (LP54.1) Employee Service and Event Conversion (LP553) Employee Service and Event History Conversion (LP554) Employee Event Inquiry (LP60.2) Company Event Inquiry (LP61.1)	**Enter** and review your search results. **Click** the desired form and to display.
Related Forms Absence Plan (LP01.1) Service Rule (LP03.1) Accrual Rule (LP03.2) Eligibility Rule (LP03.3) Limit Rule (LP03.4) Payroll Rule (LP03.5) General Ledger Rule (LP03.6)	If forms display the same type of information, or would be the logical next step, use the Drop-Down menu on **Related Forms** to view. **Click** the form to transfer.
mylawson.lawson.com Infor Xtreme About Hotkeys Portal User Help Form Help Field Help Form Wizard	Use the **Help** option, to select useful information regarding the selected form or tips about the system.

? Inquire	Use the **Inquire** button after selecting from a Drop Down, Adding, Changing or Deleting information on a form or after using the Previous of Next feature.
»	Special Actions button allows the user to access actions specific to the form. On report forms, it may be a Validate Request key that reviews the parameters to assure a valid setup.
ANNUAL Drill Around● Select Define Open	The **Drill Around** feature lets you view data without having to transfer to the form or forms. It is an especially useful feature if you do not want to access a different application form and want to view related data to one of the fields on the current form.
	Viewing data through the Drill Around feature: **Right-click** in a field that lets you use the feature and choose Drill Around, Select, Define or Open. Opens the Drill Explorer to provide additional data related to the set up or pertinent information about the chosen field selection.
DRILL EXPLORER Absence Plan ⊞ Absence Plan Structure ⊞ Employees **← Back** **Position To** [ ]	**Select**: Opens the Drop-Down selections on the field. **Define**: Opens the form that displays the calculation or original setup for the field selection. Use Back to return to the original screen. **Open**: Opens the form as in Define without the Back option. **Position To**: Depending on the form, skip to the desired item by entering the code in this field and click **Inquire**.

Definitions

Accrual: Accruals are hours that build up over time, similar to a savings account of leave. Defined absence plan rules and tables determine how and when accruals earn.

Allotment: An allotment is a lump-sum amount awarded to employees either one time or once a year. Allotments calculate up front, and may adjust over time. In contrast, accruals process in increments over a more frequent, cyclical basis.

EIN: Employee ID Number

Event: An event is an absence tracked in the Absence Management system. An absence event decreases a plan balance, such as used vacation or a payout. Events tracked in Absence Management link to a reason code, which links to a service (time entry) record. The service record indicates if a plan *should* be decremented. The reason code determines *which* absence plan balance – available or reserve – is decremented.

HRIS: The States' name for the payroll system. Human Resources Information Solution.

Lawson/Infor: The software vendor for the payroll system.

LP: Leave Plan. (AM for Absence Management already in use for a different application.)

Reason Code: A reason code on a time record defines an event in Absence Management. The reason code determines which absence plan balance – Available, Reserve, or none – is decreased. Reason codes are required for pay codes tied to event type service codes.

Service Code: Service codes represent the kind of hours (for example, vacation, leave of absence, regular hours) that determine length of service, year- to- date, and life-to-date hours for accrual processing.

SOA: State of Arizona

Naming Conventions

When applicable, form examples display for one Plan **Annual** and one Structure Group **LPANSPUNC1**.

Structure Groups follow the same naming convention:

- **LP:** Main identifier, Leave Plan

- **AN:** Annual, the type of leave.

- **SP:** State Personnel. The group developed to accommodate new guidelines defined by the State Personnel Reform Rules of 9/29/2012.

- **UNC:** Uncovered. staff not covered under personnel rules. (Uncovered employees serve at the pleasure of the appointing authority and do not have grievance or appeal rights.)
- **1:** The group is for employees in a full time FTE status.

  - 1 – Full Time, 1.0 FTE

  - 2 – Half Time, .50 FTE

  - 3 – Three Quarter Time, .75 FTE

  - 4 – One Quarter Time, .25 FTE

LP00.1 – Absence Management Cycle Status

Select a Processing Group from the Drill Down on the field. Right clicking to Drill on the selected group shows the Process Levels included in the group.

View Absence Cycle Status Inquiry (LP00.1) to inquire upon the payroll cycle status of the primary batch update programs in LP. This form also lets you view run flags for a selected Processing Group, or for a selected Process Level based on levels of security.

Status indicators are:

* (Program has run)
R (Program in process)
E (Program ended in error)
Blank (Program has not been run)

PLAN CALC: LP140 - Employee Absence Plan Calculation
Calculates and processes absence plan transactions for employees enrolled in absence plans. Absence plan transactions process as part of the payroll cycle.

ALLOT ADJ CALC: N/A (Not use by SOA)

ZERO BALANCE: N/A (Not use by SOA)

PLAN PAYOUT: N/A (Not use by SOA)

PLAN CLOSE: LP197 - Absence Plan Close
Run Absence Plan Close (LP197) to close transactions processed by Employee Absence Plan Calculation (LP140)

G/L LIABILITY UPDATE: N/A (Not use by SOA)

LP01.1 – Absence Plan

Absence Plan (LP01.1)

[» | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾]

Company	1	STATE OF ARIZONA
Plan		
Status	1	Active
Balance Type		
Table Basis		
Enrollment Type		
Automatic Enrollment		No auto enrollment
Web Available	1	Not Available
Web Supervisor Available	1	Not Available
Plan Category		

Absence Plan (LP01.1)

[» | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾]

Company	1	STATE OF ARIZONA
Plan	ANNUAL	ANNUAL LEAVE PLAN
Status	1	Active
Balance Type	1	Employee group
Table Basis	1	Cycle based
Enrollment Type	1	Employee group
Automatic Enrollment	1	Enable auto enrollment
Web Available	2	Available
Web Supervisor Available	2	Available
Plan Category	ANN	ANNUAL LEAVE-BALANCE TRANSFER

ABSENCE PLANS	
Plan	**Description**
ANNUAL	ANNUAL LEAVE PLAN
COMP	COMPENSATORY TIME
DONATED	DONATED LEAVE PLAN
FAMILYSICK	FAMILY SICK
FMLA	FMLA
HOLIDAY	HOLIDAY LEAVE
INDUSTRIAL	INDUSTRIAL
MILITARY	MILITARY LEAVE PLAN
PERSONAL	ASDB-PERSONAL LEAVE PLAN
PERSONALLV	PERSONAL LEAVE_OTHER
RECOGNITN	MERITORIOUS LEAVE
SICK	SICK LEAVE PLAN
SPREADPAY	ASDB TEACHERS W/ SPREADPAY

View Absence Plan (LP01.1) to review a plan description, plan status, balance type, table basis, enrollment type, automatic enrollment, and optional plan category. The balance type determines balance management for employees.

You have two options for balance type:

- Employee group or

- Position code. (SOA does not use positions as a factor for LP)

The table basis determines length of service measurement, which then determines how table detail ranges effect accruals and other calculations.

The plan category groups plans for checking limits and for reporting.

LP201 – Absence Plan Listing

Absence Plan Listing (LP201)

| » | + Add | ✎ Change | − Delete | ◄ Previous | ? Inquire | ► Next | Inquire ▾ |

| Submit | Reports | Job Sched | Print Mgr |

Job Name [   ]

Job Description [   ]

User Name [adturnk] Karen Turner

Data Area/ID PROD

· Parameters

Company [   ]

Absence Plan [   ]

Status [ ] ▾

Structure Group [   ] [   ] [   ]
[   ] [   ] [   ]
[   ] [   ] [   ]

Structure Dates [1] ▾   Current structures

As of Date [   ]

**Rule Detail** [1] ▾   Exclude

Table Detail [1] ▾   Exclude

Formula Detail [1] ▾   Exclude

Calculation Detail [1] ▾   Exclude

Run Absence Plan Listing (LP201) to print a list of the absence plans and plan structures that defined for a company. You can also print plan details to get a more complete picture of the components defined on an absence plan.

LP02.1 – Plan Structure

Plan Structure (LP02.1)

| » | + Add | ✎ Change | — Delete | ◄ Previous | ? Inquire | ► Next | Inquire ▾ |

Company	1	STATE OF ARIZONA
Absence Plan	ANNUAL	ANNUAL LEAVE PLAN
Employee Group	LPANSPUNC1	LP ANN STATE PERS UNC FT
Effective Dates	01/01/1950	–
Accrual Option	1 ▾	Hours Accrual
Currency Code		
Service Rule	ADOH	ADJUSTED DATE OF HIRE
Accrual Rule	LPANSPUNC1	LP ANN STATE PERS UNC FT
Eligibility Rule	IMMEDIATE	UPON BALANCE AVAILABILITY
Limit Rule	320CSPUNC1	320 CARRYOVER HRS LPANSPUNC1
Payroll Rule	ANNUAL	LP ANNUAL BALANCES
GL Rule		

— **Rounding**

Hours Method	3 ▾	Low
Round To	.010000	
Earnings Method	▾	None
Round To		

View Plan Structure (LP02.1) to review the specific set of rules for each absence plan and employee group combination. This lets you apply different rules to different employee groups within the same absence plan.

Rules govern activity for three accrual options:

- Hours accrual

- Earnings accrual, or

- Hours and earnings accruals

NOTE: SOA does not use the Earnings accrual option.

LP203 – Absence Plan Rules Listing

Absence Plan Rules Listing (LP203)

| » | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾ |

| Submit | Reports | Job Sched | Print Mgr |

Job Name _____

Job Description _____

User Name adturnk   Karen Turner

Data Area/ID PROD

Parameters

Company _____

Rule Type ☐ ▾

Table Detail 1 ▾   Exclude
Table Date _____
Formula Detail 1 ▾   Exclude
Calculation Detail 1 ▾   Exclude

Run Plan Rules Listing (LP203) to print a list of the rules defined for a company and corresponding information for each rule.

LP03.1 – Service Rule

Service Rule (LP03.1)

| » | + Add | ✎ Change | − Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾ |

Company   1   STATE OF ARIZONA

Service Rule   ADOH   ADJUSTED DATE OF HIRE

Date   02 ▾   Adjusted Hire Date

Date User Field

Calendar Date

Waiting Period Start ▾

Waiting Period

Unit ▾

Wait Service Class

Hours Type ▾

Date Flag ▾

Nearest Point ▾

Points

Pay Cycle Adjust ▾   Do not adjust

View Service Rule (LP03.1) for the service begin date for each employee plan master record. The service begin date is the starting point from which length of service for accruals, allotment, and other calculations is obtained.

LP03.2 – Accrual Rule

Accrual Rule (LP03.2)

`» + Add ✎ Change — Delete ◀ Previous ? Inquire ▶ Next | Inquire ▾`

Company `1` STATE OF ARIZONA
Accrual Rule `LPANSPUNC1` LP ANN STATE PERS UNC FT

Accrual | Allotment | Allotment Wait

Date `31 ▾` Plan Entry Date
Date User Field `☐`
Waiting Period Start `☐ ▾`
Waiting Period `☐`
Unit `☐ ▾`
Service Class `☐`
Hours Type `☐ ▾`
Date Flag `☐ ▾`
Nearest Point `☐ ▾`
Points `☐ ☐ ☐ ☐ ☐`
`☐ ☐ ☐ ☐ ☐ ☐`
Pay Cycle Adjust `1 ▾` Adjust to pay period
Accrual From Option `1 ▾` Accrual Start Date
Hours Table `LPANSPUNC1` LP ANN STATE PERS UNC FT
Earnings Table `☐`

Accrual Rule (LP03.2)

» | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾

Company [1] STATE OF ARIZONA
Accrual Rule [LPFAMSICK] LP FAMILY SICK

| Accrual | **Allotment** | Allotment Wait |

Date [31 ▾] Plan Entry Date
Date User Field [ ]
Calendar Date [ ]

Allotment Point [01/01]
Allotment Period [1]
Allotment Unit [10 ▾] Years
Occurrence [01 ▾] Annual

Relation to Accrual [1 ▾] Independent of accrual tables
Relation to Eligibility [1 ▾] Independent of eligibility
Pay Cycle Adjust [▾] Do not adjust
Hours Table [LPFAMSICK] FAMILY SICK ALLOTMENT
Earnings Table [ ]

View Accrual Rule (LP03.2) for the accrual and allotment rules for each employee accrual record. Accruals calculate over time, whereas allotments calculate up front, and may or may not be adjusted over time. An accrual rule may have just an accrual, just an allotment, or both. The Hours Table controls the accumulation of time into available balances.

LP03.3 – Eligibility Rule

Eligibility Rule (LP03.3)

| ›› | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾ |

Company   1 🗗   STATE OF ARIZONA

Eligibility Rule   IMMEDIATE 🗗   UPON BALANCE AVAILABILITY

Date   02 ▾   Adjusted Hire Date

Date User Field   🗗

Waiting Period Start   ▾

Waiting Period

Unit   ▾

Service Class   🗗

Hours Type   ▾

Date Flag   ▾

Nearest Point   ▾

Points   🗓 🗓 🗓 🗓 🗓 🗓

   🗓 🗓 🗓 🗓 🗓 🗓 🗓

Pay Cycle Adjust   ▾   Do not adjust

Occurrence   99 ▾   As accrued

The Eligibility Rule (LP03.3) defines when accruals, allotments, or both become eligible for use.

LP03.4 – Limit Rule

Limit Rule (LP03.4)

| » | + Add | / Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾ |

Company [____]
Limit Rule [_____] [_____]

Reset Date [__] ▾
Reset Point [____]

— Ongoing Balance Limit ——————————————————

Hours Table [_____]
Earnings Table [_____]
Balance Limit Type [__] ▾
Bypass Limit Flag [__] ▾   Do not bypass;excl Available

— Annual Accrual Limit ——————————————————

Hours Table [_____]
Earnings Table [_____]
Accrual Limit Type [__] ▾

— Carryover Limit ——————————————————

Hours Table [_____]
Earnings Table [_____]
Carryover Period [____]
Unit [__] ▾

The Limit Rule (LP03.3) defines the amount of hours an employee can keep going into the new year.

LP03.5 – Payroll Rule

Payroll Rule (LP03.5)

» | + Add | ✎ Change | − Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾

Company [1] STATE OF ARIZONA
Payroll Rule [ANNUAL] [LP ANNUAL BALANCES]

Hours Balances | Earnings Balances | Payment Print

Service Class [ANN] ANNUAL LEAVE BALANCE
Payout Service Code [ ]
Negative Balance Limit [ ]
Link Plan Table [ ]
Final Link Plan Option [▾]
Process Order [▾]
Negative Balance Option [1 ▾] Warning
Web Negative Balance Option [▾]
Unpaid Service Code [ ]

Hours Balances | **Earnings Balances** | **Payment Print**

Hours	Description	Payment Print	
Available Balance	ANNUAL	1 ▾	Print on payment
Accrued Balance		▾	Do not print
Reserve Balance	RESERVE	1 ▾	Print on payment
Carryover Balance		▾	Do not print

Earnings	Description	Payment Print	
Available Balance		▾	Do not print
Accrued Balance		▾	Do not print
Reserve Balance		▾	Do not print
Carryover Balance		▾	Do not print

The Payroll Rule (LP03.5) defines the usage service class and payout service code for both hours and earnings balances, and which balances print on payments (available, accrued, or reserved).

LP03.6 – General Ledger Rule - Not used by SOA

LP04.1 – Rules Table Options

Rules Table Options (LP04.1)

	Cycle Based Accrual Table
	Cycle Based Allotment Table
	Cycle Based Limit Table
	Cycle Based GL Liability Table
	Hours Based Accrual Table
	Hours Based Allotment Table
	Hours Based Limit Table
	Hours Based GL Liability Table

Menu options for LP04.2 – LP04.3 –LP04.4 – LP04.5 – LP04.6 – LP04.7 – LP04.8 – LP04.9

LP204 - Rules Tables Listing

Rules Tables Listing (LP204)

» | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾

| Submit | Reports | Job Sched | Print Mgr |

Job Name

Job Description

User Name adturnk Karen Turner

Data Area/ID PROD

Parameters

Company

Table Dates 1 ▾ Current Tables

As of Date

Table Type

Table Basis

Rule Type

Table

Report Sequence 1 ▾ Table Name

Run Rules Tables Listing (LP204) to print a list of the tables defined for a company for use on an absence plan rule. The table does not have to attach to a rule to be included on the report. To print a report of that lists the tables attached to each rule, run Plan Rules Listing (LP203)

LP04.2 – Cycle Based Accrual Table

Cycle Based Accrual Table (LP04.2)

Back	Detach	»	+ Add	✎ Change	— Delete	◀ Previous	? Inquire	▶ Next	Inquire ▾

Company   `1`   STATE OF ARIZONA

Accrual Table   `LPANSPUNC1`   LP ANN STATE PERS UNC FT

Effective Date   `01/01/1950`

Table Type   `01`   Hours

Cycle Frequency   `02`   Biweekly

Cycle Service Type   `02`   Plan; employee group

FC	From Cycle	Amount or Percent	Ind	Formula	Calculation	Maximum
▾			▾	4.00_FT		4.000000
▾	78		▾	5.54_FT		5.540000
▾	234		▾	6.47_FT		6.470000
▾			▾			

The Cycle Based Accrual Table (LP04.2) defines cycle-based tables for use on the Accrual Tab of Accrual Rule (LP03.2).

You can define the following combinations:

- Flat amount

- Formula (up to optional maximum)

- Calculation (up to optional maximum)

- Flat amount + formula (up to optional maximum)

- Flat amount + calculation (up to optional maximum)

- Percent * formula (up to optional maximum)

- Percent * calculation (up to optional maximum)

Each line must have at least one of the following:

- Amount

- Formula

- Calculation

If using amount or percent, the indicator field defines the entry. If a percent, the line must also have either a formula or calculation entered. A line can have either a formula or a calculation, not both.

The types of formulas used on a cycle based accrual table are:

- - Cycle amount formula

- - Ratio formula

- - Date formula

NOTE: The hours amount formula is invalid for cycle based accrual tables.

LP04.3 – Cycle Based Allotment Table

The Cycle Based Allotment Table (LP04.3) defines cycle-based tables for use on the Allotment Tab of Accrual Rule (LP03.2).

You can define the following combinations:

- Flat amount

- Calculation (up to optional maximum)

- Flat amount + calculation (up to optional maximum)

- Percent * calculation (up to optional maximum)

Any calculation entered directly on a cycle based allotment table cannot use a service class in either the numerator or the denominator.

LP04.4 – Cycle Based Limit Table

Cycle Based Limit Table (LP04.4)

| ⬅ Back | Detach | » | ＋ Add | ✏ Change | — Delete | ◀ Previous | ❓ Inquire | ▶ Next | Inquire ▾ |

Company 1 ⧉ STATE OF ARIZONA
Limit Table 320CSPUNC1 ⧉ 320 CARRYOVER HRS LPANSPUNC1
Effective Date 01/01/1950 📅

Table Type 01 ▾ Hours
Cycle Frequency 02 ▾ Biweekly
Cycle Service Type 01 ▾ Plan

FC	From Cycle	Amount or Percent	Indicator	Calculation	Maximum
▾		324.000000	1 ▾ Amount	⧉	
▾	78	325.540000	1 ▾ Amount	⧉	
▾	234	326.470000	1 ▾ Amount	⧉	

The Cycle Based Limit Table (LP04.4) defines cycle-based tables to use for ongoing balance limits, annual accrual limits, or carryover limits on Limit Rule (LP03.4).

You can define the following combinations:

- Flat amount

- Calculation (up to optional maximum)

- Flat amount + calculation (up to optional maximum)

- Percent * calculation (up to optional maximum)

Each line on a cycle-based limit table must have at least one of the following:
Amount
Calculation

If an amount or percent, the corresponding indicator defines the entry.

- Percent * calculation (up to optional maximum)

Each line on a cycle-based limit table must have at least one of the following:

- Amount

- Calculation

Any calculation entered directly on a cycle-based limit table cannot use a service class in either the numerator or the denominator.

LP04.5 – Cycle Based GL Liability Table – Not Used by SOA

LP04.6 – Hours Based Accrual Table– Not Used by SOA

LP04.7 – Hours Based Allotment Table– Not Used by SOA

LP04.8 – Hours Based Limit Table– Not Used by SOA

LP04.9 - Hours Based GL Liability Table– Not Used by SOA

LP06.1 – Formula Options Menu

Formula Options (LP06.1)

Cycle Amount Formula

Hours Amount Formula

Ratio Formula

Date Formula

Menu options for LP06.2 – LP06.3 – LP06.4 – LP06.5

LP206 – Formula Listing

Formula Listing (LP206)

» | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾

Submit   Reports   Job Sched   Print Mgr

Job Name [   ]

Job Description [   ]

User Name [adturnk] Karen Turner

Data Area/ID PROD

· **Parameters**

Company [   ]

Formula Type [▾]

Formula [   ] [   ] [   ]
[   ] [   ] [   ]

Run Formula Listing (LP206) to print a list of the amount formulas, ratio formulas, and/or date formulas defined for use in a table for an absence plan rule. Formulas do not have to attach to a plan to be included on the report.

LP06.2 – Cycle Amount Formula

Cycle Amount Formula (LP06.2)

◀ Back | Detach | » | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾

Company [1] STATE OF ARIZONA

Cycle Amount Formula [4.00_FT] [4.00 BIWEEKLY ACCRUAL_1FTE]

Hours Service Class [BAS] BASE HOURS TOWARD ACCRUAL

FC	From Hours	Amount	Service Class	Calculation
[▾]	40	4.000000	[ ]	[ ]

The Cycle Amount Formula (LP06.2) defines values for different levels of hours based on the service class selected on the formula. Values can be a flat amount, an amount multiplied by hours or earnings from a service class, or a calculation.

LP06.3 – Hours Amount Formula – Not Used by SOA

LP06.4 – Ratio Formula

The Ration Formula defines values for service classes. Values can be either an amount or a calculation, multiplied by the hours from the service class.

LP06.5 – Date Formula – Not Used by SOA

LP07.1 – Calculation

The Calculation (LP07.1)

- Defines additional parameters for accrual computations,

    OR

- To define a custom calculation

Calculations are by formulas or by tables directly.

LP207 – Calculation Listing

Run Calculation Listing (LP207) to print a list of the calculations defined for use in a table or formula on an absence plan rule. Calculations do not have to attach to a plan to be included on the report.

LP08.1 – Service Class

The Service Class (LP08.1) defines service classes for an absence plan. A service class groups service codes for absence plan processing. Service codes tie to service classes. Service classes indicate which service codes will be included for length of service requirements, accrual calculations, limit calculations, and decrementing plan balances for both usage and payouts.

LP08.2 – Service Code

The Service Code (LP08.2) defines employee service. Service codes tie to a pay codes and service records created via time entry.

LP208 – Service Code Listing

Run Service Code Listing (LP208) to print a list of the service codes defined for a company and corresponding detail for each code. Select whether to list active or inactive codes only or leave Status field blank to list all codes.

LP08.3 – Service Class and Code Relationships

FC	Service Code		Hours		Earnings	
▢ ▾	100 🗗	REGULAR PAY	1 ▾	Include	2 ▾	Exclude
▢ ▾	105 🗗	PARTIAL DAY ABSENCE	1 ▾	Include	2 ▾	Exclude
▢ ▾	106 🗗	BOARD/COMMISSION PAY	1 ▾	Include	2 ▾	Exclude
▢ ▾	108 🗗	ELECTED OFFICIAL SALARY A	1 ▾	Include	2 ▾	Exclude
▢ ▾	10A 🗗	STAFF DEVELOPMENT	1 ▾	Include	2 ▾	Exclude
▢ ▾	10B 🗗	BOARD/COMMISSION SALARY	1 ▾	Include	2 ▾	Exclude
▢ ▾	110 🗗	TELECOMMUTING HOURS	1 ▾	Include	2 ▾	Exclude
▢ ▾	300 🗗	ANNUAL LEAVE TAKEN	1 ▾	Include	2 ▾	Exclude
▢ ▾	303 🗗	ANNUAL LEAVE-RESERVED	1 ▾	Include	2 ▾	Exclude
▢ ▾	304 🗗	PERSONAL LEAVE TAKEN	1 ▾	Include	2 ▾	Exclude
▢ ▾	308 🗗	DONATED LEAVE TAKEN	1 ▾	Include	2 ▾	Exclude
▢ ▾	30F 🗗	FMLA-ANNUAL LEAVE TAKEN	1 ▾	Include	2 ▾	Exclude
▢ ▾	310 🗗	SICK LEAVE TAKEN	1 ▾	Include	2 ▾	Exclude

The Service Class and Code Relationships (LP08.3) ties service codes to service classes for absence plan processing.

LP210 – Service Class Listing

Run Service Class Listing (LP210) to print a list of the service classes defined for a company and the service codes that have a relationship defined with the class.

LP08.4 – Service Code and Class Relationships

The Service Code and Class Relationships (LP08.4) ties service codes and classes.

LP09.1 – Reason Class

The Reason Class (LP09.1) groups together reason codes for absence plan processing.

LP211 – Reason Class Listing

Reason Class Listing (LP211)

» | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾

| Submit | Reports | Job Sched | Print Mgr |

Job Name [   ]

Job Description [   ]

User Name [adturnk] Karen Turner

Data Area/ID PROD

Parameters

Company [   ]

Reason Class [   ] [   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ] [   ]

Run Reason Class Listing (LP211) to print a list of the reason classes defined for a company and the reason classes that have a relationship defined with the class.

LP09.2 – Reason Code

Reason Code (LP09.2)

» | + Add | ✎ Change | ? Inquire | Inquire ▾

Company [1]🔲 STATE OF ARIZONA

FC	Reason Code	Plan Balance	Reason Type
▾	27 🔲 LP981 Conversion Data-TM01	▾ None	2 ▾ Non Absence
▾	28 🔲 LP981 Conversion Data-TM01	▾ None	2 ▾ Non Absence
▾	29 🔲 LP981 Conversion Data-TM01	▾ None	2 ▾ Non Absence
▾	30 🔲 LP981 Conversion Data-TM01	▾ None	2 ▾ Non Absence
▾	300 🔲 ANNUAL LEAVE TAKEN	1 ▾ Available	1 ▾ Absence
▾	301 🔲 ANNUAL LEAVE PAYOUT-W/RET	1 ▾ Available	1 ▾ Absence
▾	302 🔲 ANN LVE-FINAL ACCRUAL W/RET	1 ▾ Available	1 ▾ Absence
▾	303 🔲 ANNUAL LEAVE-RESERVED	2 ▾ Reserve	1 ▾ Absence
▾	304 🔲 PERSONAL LEAVE TAKEN	1 ▾ Available	1 ▾ Absence
▾	308 🔲 DONATED LEAVE	1 ▾ Available	1 ▾ Absence
▾	30F 🔲 FMLA-ANNUAL LEAVE TAKEN	1 ▾ Available	1 ▾ Absence
▾	31 🔲 LP981 Conversion Data-TM01	▾ None	2 ▾ Non Absence
▾	310 🔲 SICK LEAVE TAKEN	1 ▾ Available	1 ▾ Absence

More

Service Code [ ]🔲
Points [ ]   Status [▾] Active

The Reason Code (LP09.2) defines an absence management event. These events can either decrement a plan balance, such as vacation hours used, or track absences that do not decrement a plan balance. The reason code determines which absence plan balance is decremented.

LP209 – Reason Code Listing

Reason Code Listing (LP209)

| » | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾ |

Submit   Reports   Job Sched   Print Mgr

Job Name [   ]

Job Description [   ]

User Name [adturnk] Karen Turner

Data Area/ID PROD

- Parameters

Company [   ]

Status [ ] ▾

Run Reason Code Listing (LP209) to print a list of the reason codes defined for a company and corresponding detail for each code. Select whether to list active or inactive codes only or leave Status field blank to list all codes.

LP09.3 – Reason Class and Code Relationships

Reason Class and Code Relationships (LP09.3)

»	+ Add	✎ Change	◄ Previous	? Inquire	► Next	Inquire ▾

Company [1] STATE OF ARIZONA
Reason Class [FML] FMLA INTERMITTENT HOURS REPORT

FC	Reason Code	Description
☐ ▾	30F	FMLA-ANNUAL LEAVE TAKEN
☐ ▾	31F	FMLA-SICK LEAVE TAKEN
☐ ▾	32F	FMLA-HOLIDAY PAY
☐ ▾	33F	FMLA-COMPENSATORY LEAVE TAKEN
☐ ▾	34F	FMLA-BEREAVEMENT LEAVE TAKEN
☐ ▾	35F	FMLA-SICK LEAVE-FAMILY
☐ ▾	36F	FMLA-HOLIDAY LEAVE TAKEN
☐ ▾	37F	FMLA-RECOGNITION LEAVE TAKEN
☐ ▾	38F	FMLA-DONATED LEAVE TAKEN
☐ ▾	39F	FMLA-MERITORIOUS LEAVE TAKEN
☐ ▾	62F	FMLA-SUPPLEMENTL INDUSTRIAL LV
☐ ▾	63F	FMLA-INDUSTRIAL LVE W/OUT PAY
☐ ▾	64F	FMLA-HOURS/LWOP

The Reason Class and Code Relationships (LP09.3) tie reason classes with reason codes for absence plan processing.

LP09.4 – Reason Code and Class Relationships

Reason Code and Class Relationships (LP09.4)

»	+ Add	✎ Change	◄ Previous	? Inquire	► Next	Inquire ▾

Company [1] STATE OF ARIZONA
Reason Code [30F] FMLA-ANNUAL LEAVE TAKEN

FC	Reason Class	Description
☐ ▾	FML	FMLA INTERMITTENT HOURS REPORT

The Reason Code and Class Relationships (LP09.4) tie reason codes and classes for absence processing.

LP10.1 – Link Plan Table – Not Used by SOA

LP15.1 – Absence Plan Benefits Groups – Not Used by SOA

LP31.1 – Employee Absence Plan Master

The Employee Absence Plan Master (LP31.1) maintains the dates that control absence plan processing and current balance amounts for each plan structure to which an employee belongs. Service Begin and Eligibility Begin dates should be the employees Adjusted Hire Date. The Accrual From and Accrual Start dates should be the pay period end date prior to the Adjusted Hire Date. The exception to that would be specific accrual amounts that always accrue on the same date such as quarterly.

LP231 – Employee Plan Master Listing

Run Employee Plan Master Report (LP231) to print a list of selected employee master record dates and related enrollment and/or length of service records.

LP34.1 – Absence Plan Hours Allocation – Not Used by SOA

LP35.1 – Employee Absence Group Audit– Not Used by SOA

LP53.1 – Employee Service Entry– Not Used by SOA

LP54.1 – Employee Event History Update– Not Used by SOA

LP60.1 – Employee Service Inquiry

Employee Service Inquiry (LP60.1)

Service Code	Description	Date	Hours	Earnings
100	REGULAR PAY	06/28/2019	8.00	
100	REGULAR PAY	06/27/2019	8.00	
100	REGULAR PAY	06/26/2019	8.00	

Totals

Employee Service Totals (LP60.3)

OK Cancel Detach

Company 1
Employee 98?

Service Class
Service Code
Date Range

Total Service Hours
Total Service Earnings ▸ 17200.00

Use Employee Service Inquiry (LP60.1) to view employee service hours. Verify the number of hours calculated for length of service or confirm an accrual calculation based on hours worked in a pay period. The data displayed can be limited to records that hold a selected service code, records holding service codes within a selected service class, or records within a specified date range. Use the Totals link to access Employee Service Totals (LP60.3), to view a sum of the

hours from the detail records displayed. LP60.1 will only display codes that count toward an accrual. Regular Pay code 100 will display, but code 101 Overtime will not.

LP60.2 – Employee Event Inquiry

Employee Event Inquiry (LP60.2)

| ‹‹ | ◄ Previous | ? Inquire | ► Next | Inquire ▾ |

Company 1 STATE OF ARIZONA
Employee

OR
Reason Class
Reason Code
Date Range
Search Day

Reason Code	Description	Date	Day	Hours	Points	Occ
320	HOLIDAY PAY	05/27/2019	Monday	8.00		Yes
300	ANNUAL LEAVE TAKEN	04/29/2019	Monday	8.00		Yes
300	ANNUAL LEAVE TAKEN	04/19/2019	Friday	8.00		Yes
300	ANNUAL LEAVE TAKEN	03/06/2019	Wednesday	8.00		Yes

Use Employee Event Inquiry (LP60.2) to view event history for such purposes as verifying the number of hours used to decrement a balance in an absence plan, or to confirm a given event, date and day, entered for an employee.

LP60.4 – Employee Event Totals - Sub-Form Not Available

LP61.1 – Company Event Inquiry

Company Event Inquiry (LP61.1)

| ‹‹ | ? Inquire | Inquire ▾ |

Company 1 STATE OF ARIZONA

OR
Reason Class
Reason Code 300 ANNUAL LEAVE TAKEN
Date Range 01/01/2019 07/01/2019
Search Day

Position To

SC	Employee	Name	Date	Day	Hours

06/28/2019	Friday	8.00
04/15/2019	Monday	8.00
04/12/2019	Friday	8.00
04/11/2019	Thursday	8.00
04/10/2019	Wednesday	8.00
04/09/2019	Tuesday	8.00
04/08/2019	Monday	8.00
03/29/2019	Friday	8.00
01/11/2019	Friday	8.00
01/10/2019	Thursday	8.00

More		
Points	Occurrence	Yes

Use Company Event Inquiry (LP61.1) to view event history for an entire agency to identify the employees who have history for a specific event. For example, you can use this form to identify employees who have taken a certain type of sick leave, or who have had unexcused absence. Such absences must be identifiable by a reason code or class.

LP62.1 – Employee Date Calendar

Employee Date Calendar (LP62.1)

? Inquire | Inquire ▾

Company   1   STATE OF ARIZONA
Employee

                        Totals

Year Ending   719   Hours   234.00
Reason Class   Points
OR   Reason Code   Occurrences   35

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August															*	*															
September			*			*	*					*				*											*				
October			*					*																							*
November					*			*	*			*									*										
December																				*	*			*	*	*	*				*
January			*													*					*										
February													*	*			*														
March														*																	
April																*					*										
May																								*			*				
June																*															
July																															

The Employee Date Calendar (LP62.1) displays employee attendance event history in a calendar format. A year is designated by selecting an ending month and year. All events for the 12-month period ending with the month and year selected will be displayed.

LP62.2 – Employee Days Calendar

Employee Days Calendar (LP62.2)

Inquire | Inquire

| Company | 1 | STATE OF ARIZONA |
| Employee | | |

		Totals	
Year Ending	719	**Hours**	234.00
Reason Class		**Points**	
OR Reason Code		**Occurrences**	35

Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August					1	1	
September		2			1	1	2
October		1		2			
November		2				2	1
December		2	1	1		2	1
January		1	1	1			
February		1				1	1
March							1
April		1		1			
May		1					1
June		1					
July							

The Employee Days Calendar (LP62.2) displays a weekly calendar of employee events. Events are displayed based on a 12-month period ending on a designated month and year. All events for the 12-month period are displayed based on the day of the week on which the event falls. The purpose of this screen is to give a total count of events by day for each month. You can filter the events that display to a specific reason code or reason class.

LP63.1 – Absence Plan Hours Balances

The Absence Plan Hours Balances (LP63.1) displays a summary of the balances from which hours can be **used** during a payroll cycle for all employees in a given plan structure. Hours balance amounts display for available, and reserve balances, as these are the balances from which hours can be decremented based on an event entered in Absence Management.

LP63.2 – Absence Plan Earnings Balances – Not Used by SOA

LP64.1 – Employee Transaction Detail Inquiry

The Employee Transaction Detail Inquiry (LP64.1) displays **detailed** transactions that have been generated for an employee in a given absence plan structure. All of the transactions that impact a balance, including any that are created but not yet closed, will be displayed, along with selected amounts and dates from the employee master record. Dates are in reverse order with the most recent up top. The numbers on the right are cycles (pay periods).

LP64.2 – Employee Transaction Summary Inquiry

Employee Transaction Summary Inquiry (LP64.2)

| Previous | ? Inquire | ▶ Next | Inquire ▾ |

Company	1	STATE OF ARIZONA
Employee		
Absence Plan	ANNUAL	ANNUAL LEAVE PLAN
Structure Group	LPANUNC1	LP ANN UNCOVERED FT_6.47
Position		
Balance Type	13	Available Hours

Master Entry Date	01/01/2010	Accrual End Date	
Reset Point	115	Master End Date	
Avail Hours Balance	226.520000	Avail Earn. Balance	
		Position To	

SC	Year	Beginnng	Adjustments	Usage	Lost	Ending
▾	2014	253.59	91.750000	56.00-		289.340000
▾	2014	247.12	6.470000			253.590000
▾	2013	293.37	161.750000	208.00-		247.120000
▾	2013	286.90	6.470000			293.370000
▾	2012	296.43	6.470000	16.00-		286.900000
▾	2012		456.430000	160.00-		296.430000

The Employee Transaction Summary Inquiry (LP64.2) displays a summary of the transactions that have been generated for an employee in a given absence plan structure. All transactions, including any that are created but not yet closed, are sub-totaled and displayed by type of transaction.

LP64.3 – Employee Transaction Detail Balance Inquiry

Employee Transaction Detail Balance Inquiry (LP64.3)

◄ Previous | ? Inquire | ► Next | Inquire ▾

Company   1   STATE OF ARIZONA
Employee
Absence Plan   ANNUAL   ANNUAL LEAVE PLAN
Structure Group LPANUNC1   LP ANN UNCOVERED FT_6.47
Position
Accrual Type   1 ▾   Hours   Position To 06/08/2012

Date	St		Transaction Type	Cycle or Hrs	Amount	Balance
04/19/2012	9	3	LP570 manual transaction		339.970000	339.9700000
04/27/2012	9	33	Transfer from Accrual		6.470000	346.4400000
05/11/2012	9	33	Transfer from Accrual		6.470000	352.9100000
05/25/2012	9	33	Transfer from Accrual		6.470000	359.3800000
05/31/2012	9	61	ANNUAL LEAVE TAKEN		8.000000-	351.3800000
06/01/2012	9	61	ANNUAL LEAVE TAKEN		8.000000-	343.3800000
06/04/2012	9	61	ANNUAL LEAVE TAKEN		8.000000-	335.3800000
06/05/2012	9	61	ANNUAL LEAVE TAKEN		8.000000-	327.3800000
06/06/2012	9	61	ANNUAL LEAVE TAKEN		8.000000-	319.3800000
06/07/2012	9	61	ANNUAL LEAVE TAKEN		8.000000-	311.3800000

The Employee Transaction Detail Balance Inquiry (LP64.3) displays **summary** transactions that have been generated for an employee in a given absence plan structure. Transactions that impact a balance, including any that are unprocessed, will be displayed. Dates will appear from oldest to most recent.

LP65.1 – Employee Plan Balance Inquiry

Employee Plan Balance Inquiry (LP65.1)

| » | ◀ Previous | ? Inquire | ▶ Next | | Inquire ▾ |

Company [1] 🗓   STATE OF ARIZONA
Employee [   ] 🗓

Position To [SICK]

SC	Plan	Structure Group	Position	Available Hours	Available Earnings
☐▾	ANNUAL	LPANUNC1		226.520000	
☐▾	COMP	LPCMHOLD			
☐▾	DONATED	LPDONATED			
☐▾	FAMILYSICK	LPSKFAM		40.000000	
☐▾	FMLA	LPFMLA			
☐▾	HOLIDAY	LPHOLIDAY			
☐▾	MILITARY	LPMILITARY			
☐▾	RECOGNITN	LPMERIT			
☐▾	RECOGNITN	LPRECOG			
☐▾	SICK	LPSKSTAND1		788.900000	

Reserve | Carryover

Reserve Hours	Earnings

The Employee Balance Inquiry (LP65.1) displays a summary of the available and reserve balances from all plans in which the employee is enrolled.

LP70.1 – Manual Transaction by Employee

Manual Transactions by Employee (LP70.1)

| » | + Add | ✎ Change | ◀ Previous | ? Inquire | ▶ Next | | Inquire ▾ |

Company [1] 🗓   STATE OF ARIZONA
Employee [   ] 🗓

Position To [   ]

FC	Plan / Position	Struct Grp / Tran Date	Amount / Amount Type	Transaction Type / Description	Status
☐▾	SICK 🗓	LPSKSTAND1 🗓	545.100000-	03 ▾ Adj Available	Unprocessed
	[ ] 🗓	06/09/2017 📅	1 ▾ Hours	EM: Term EE ZeroOut SickLeave	

The Manual Transactions by Employee (LP70.1) adjusts balances in one or more specific plan for the selected employee. Create beginning balances such as Family Sick Leave. Transactions created by Employee Absence Plan Transfer (LP80.1), Mass Absence Plan Transfer (LP180), FMLA & Donated Leave can be viewed on LP70.1. Transactions in LP70 process during the nightly scheduled payroll processing.

LP80.1 – Employee Absence Plan Transfer

Update form, no information available for Inquiry

LP88.1 – Length of Service Hours – Not Used by SOA

ZT202 – Annual Leave Rollback Warning Report

Run the Annual Leave Rollback Warning Report (ZT202) anytime up to 12/31/yyyy to review employees that are projected to exceed the maximum allowed balance for annual leave.

ZT70.1 – Donated Annual Leave

Donated Annual Leave (ZT70.1)

» ＋ Add ✎ Change ◀ Previous ? Inquire ▶ Next | Inquire ▾

Company	1	STATE OF ARIZONA
Employee	183706	PULTZ, LORAL A.
Current Pay Rate	34.4000	
Batch	122618	

NOTES - ALL DONATED HOURS ARE TAKEN FROM DONORS ANNUAL PLAN BALANCE

- ENTRIES MUST BE ADDED THEN SUBMITTED TO COMPLETE TRANSACTIONS

FC	From Employee	Current Pay Rate	Hours Donated	Hours To Deposit	Batch Error	
☐ ▾		55.2900	69.00	110.90		More
☐ ▾						

ZT70.3 – Additional Information

Additional Information (ZT70.3)

← Back Detach » ? Inquire | Inquire

Donating Employee Name	DA
Current Pay Rate	55
Date of Donation	12/
Date Donation Submitted	
Original Donating Pay Rate	55
Original Receiving Pay Rate	34

The Donated Annual Leave (ZT70.1) creates and submits donated annual leave transactions. Donations are controlled by a batch with a range of submit dates defined using Donated Annual Leave Batch Maintenance (ZT70.5). View submitted donations on the Donated Annual Leave Return (ZT70.2).

ZT70.2 – Donated Annual Leave Return

Donated Annual Leave Return (ZT70.2)

» ◀ Previous ? Inquire ▶ Next | Inquire ▾

Company ___1___ STATE OF ARIZONA
Employee _____
Current Pay Rate 19.1680
Batch ___162___ Closed/Returned   [Return Info]

NOTE - ALL UNUSED HOURS ARE RETURNED TO DONORS ANNUAL PLAN BALANCE

From Employee	Hours Donated	Hours Deposited	Donation Returned	Deposit Returned	Batch Error

ZT70.3 – Additional Information

Additional Information (ZT70.3)

← Back | Detach | » ? Inquire | Inquire

Donating Employee Name	JO
Current Pay Rate	31
Date of Donation	08/
Date Donation Submitted	08/
Original Donating Pay Rate	21
Original Receiving Pay Rate	19

ZT70.4 – Return Calculation Data

Return Calculation Data (ZT70.4)

[OK] [Cancel] [Detach]

Donated Leave Balance	10.9800
Calculated Donated Leave Balance	10.9800
Donated Hours Total	62.98
Return Calculation Percentage	.1743

The Donated Annual Leave Return (ZT70.2) displays donations that have been submitted for a given company, employee, and batch. The user has the ability to perform a Return action that will create the LP70 records necessary to update leave balances for both the donating and receiving employees based on the number of unused hours remaining in the batch.

ZT70.5 – Donated Annual Leave Batch Maintenance

Donated Annual Leave Batch Maintenance (ZT70.5)

| » | + Add | ✎ Change | — Delete | ◀ Previous | ? Inquire | ▶ Next | Inquire ▾ |

Company   1   STATE OF ARIZONA

Employee

Batch Number   1625

Donation Begin Date   02/19/2018

Donation End Date   04/09/2018

Eligible Balance at Return   10.9800

Pending Hours at Return   10.9800

Return Calculation Pct   .1743

Batch Status   Closed/Returned

The Donated Annual Leave Batch Maintenance (ZT70.5) creates new batch numbers for employee donated leave donations and record the date that donations start. This form will also display return information for the batch upon the return of donated leave hours. The ZT70.2 Donated Leave Return processing will populate the Donation End Date. *Do not enter the end date manually.*

Form Review

LP00.1	Absence Management Cycle Status	LP Payroll Processing Status	Status
LP01.1	Absence Plan	LP Plan Types	LP Set Up
LP02.1	Plan Structure	LP Employee Groups & Rules	LP Set Up
LP03.1	Service Rule	Length of Service Parameters	LP Set Up
LP03.2	Accrual Rule	Accrual Availability	LP Set Up
LP03.3	Eligibility Rule	Balance Availability	LP Set Up
LP03.4	Limit Rule	Balance Limits	LP Set Up
LP03.5	Payroll Rule	Service Codes That Decrement From a Balance	LP Set Up
LP03.6	General Ledger Rule	**Not Used By SOA**	LP Set Up
LP04.1	Rules Table Options	Menu	LP Set Up
LP04.2	Cycle Based Accrual Table	Cycles & Accrual Tiers	LP Set Up
LP04.3	Cycle Based Allotment Table	Cycles & Allotment Amounts	LP Set Up
LP04.4	Cycle Based Limit Table	Balance Limits	LP Set Up
LP04.5	Cycle Based GL Liability Table	**Not Used By SOA**	LP Set Up
LP04.6	Hours Based Accrual Table	**Not Used By SOA**	LP Set Up
LP04.7	Hours Based Allotment Table	**Not Used By SOA**	LP Set Up
LP04.8	Hours Based Limit Table	**Not Used By SOA**	LP Set Up
LP04.9	Hours Based GL Liability Table	**Not Used By SOA**	LP Set Up
LP06.1	Formula Options	Menu	LP Set Up
LP06.2	Cycle Amount Formula	Service Hours Toward Accruals	LP Set Up

LP06.3	Hours Amount Formula	**Not Used By SOA**	LP Set Up
LP06.4	Ratio Formula	Formula for Hours Earned (Comp & Holiday)	LP Set Up
LP06.5	Date Formula	Not Used By SOA	LP Set Up
LP07.1	Calculation	Calculation for Hours Earned (Comp & Holiday)	LP Set Up
LP08.1	Service Class	Classes to Group Service Codes for LP Purposes	LP Set Up
LP08.2	Service Code	One to One Relationship With Pay Codes- Establish Events & Accruals	LP Set Up
LP08.3	Service Class and Code Relationships	Service Codes in Service Classes	LP Set Up
LP08.4	Service Code and Class Relationships	Service Classes With Service Codes	LP Set Up
LP09.1	Reason Class	Classes to Group Reason Codes for LP Purposes (FMLA)	LP Set Up
LP09.2	Reason Code	Establish Events	LP Set Up
LP09.3	Reason Class and Code Relationships	Reason Codes in Reason Classes	LP Set Up
LP09.4	Reason Code and Class Relationships	Reason Classes With Reason Codes	LP Set Up
LP10.1	Link Plan Table	**Not Used By SOA**	N/A
LP15.1	Absence Plan Benefit Groups	**Not Used By SOA**	N/A
LP201	Absence Plan Listing	List All LP Plans (LP01.1)	Listing
LP203	Absence Plan Rules Listing	List All LP Rules (LP03.1)	Listing
LP204	Rules Tables Listing	List All LP Rules Tables (LP04.1)	Listing

LP206	Formula Listing	List All LP Accrual Formulas (LP06.1)	Listing
LP207	Calculation Listing	List All LP Accrual Calculations (LP07.1)	Listing
LP208	Service Code Listing	List All LP Service Codes (LP08.2)	Listing
LP209	Reason Code Listing	List All LP Reason Codes (LP09.2)	Listing
LP210	Service Class Listing	List All LP Service Classes (LP08.1)	Listing
LP211	Reason Class Listing	List All LP Reason Classes (LP09.1)	Listing
LP220	Employee Absence Plan or Leave History Report	History of System & Manual Plan Changes (LP31.1)	Audit Changes
LP231	Employee Plan Master Listing	List of Plan Master Dates & Balances-Negative Balances (LP31.1)	Audit Dates-Balances
LP240	Employee Plan Transaction Report	N/A-Report Run During Payroll Processing	N/A
LP260	Employee Service and Event Report	LP Report by Code, Class, Process Level, Group, EIN, Date & Day (LP60.1)	Audit Usage
LP262	Employee Event Audit Report	Reason Code Audit by Process Level, Group, EIN, Date, Day, Hour Amt & Consecutive Days (LP62)	Audit Usage
LP264	Employee Transaction History Report	LP Transactions-System & Manual Entry (LP64.3)	Audit Transactions
LP270	Open Manual Transactions	Unprocessed Manual Transaction on LP70	Audit Adjustments
LP31.1	Employee Absence Plan Master	Plan Master Dates & Balances by EIN	Dates
LP34.1	Absence Plan Hours Allocation	**Not Used By SOA**	N/A

LP35.1	Employee Absence Group Audit	**Not Used By SOA**	N/A
LP53.1	Employee Service Entry	**Not Used By SOA**	N/A
LP54.1	Employee Event History Update	**Not Used By SOA**	N/A
LP60.1	Employee Service Inquiry	Service Inquiry-Codes Counting Toward Accruals	Audit Codes-Dates
LP60.2	Employee Event Inquiry	Event Inquiry-Codes Decrementing From Balances	Audit Codes-Dates
LP60.3	Employee Service Totals	Sub-form of LP60.1	Audit Codes-Totals
LP60.4	Employee Event Totals	**Sub-form Not Available**	N/A
LP61.1	Company Event Inquiry	Search Events by Reason Class, Code, Date Range, Day of Week.	Audit Usage
LP62.1	Employee Date Calendar	12 Month Event History-Calendar Date Format	Audit Usage
LP62.2	Employee Days Calendar	12 Month Event History-Calendar Day of Week Format	Audit Usage
LP63.1	Absence Plan Hours Balances	Balances by Structure-by EIN	Audit Available Balances
LP63.2	Absence Plan Earnings Balances	**Not Used By SOA**	N/A
LP64.1	Employee Transaction Detail Inquiry	Detailed Transaction Information with Cycles-by EIN	Audit Transactions
LP64.2	Employee Transaction Summary Inquiry	Balance Information by EIN, by Year	Audit Transactions
LP64.3	Employee Transaction Detail Balance Inquiry	Summary Transaction Information With Sub Totals-by EIN	Audit Transactions
LP65.1	Employee Plan Balance Inquiry	Available Balances by EIN	Audit Available Balances
LP70.1	Manual Transactions by Employee	LP Manual Adjustments by EIN	Adjust Balances

LP80.1	Employee Absence Plan Transfer	Update Form, No Information Available for Inquiry	N/A
LP88.1	Length of Service Hours	**Not Used By SOA**	N/A
LP88.2	Totals	**Not Used By SOA**	N/A
ZT202	Annual Leave Rollback Warning Report	Maximum Hours Projection	Audit Future Balances
ZT70.1	Donated Annual Leave	Enter Donations of Annual Leave	Donated Leave
ZT70.2	Donated Annual Leave Return	Return Donations to Annual Leave/Close Batch	Donated Leave
ZT70.3	Additional Information	Donation Specifics by Transaction	Donated Leave-Audit
ZT70.4	Return Calculation Data	Donation Return Specifics by Transaction	Donated Leave-Audit
ZT70.5	Donated Annual Leave Batch Maintenance	Create Donated Annual Leave Batch	Donated Leave